



VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

3202 Demarara Plaza · Suite 200
St. Thomas · U. S. Virgin Islands · 00802-6447
Telephone (340) 777-4432 · Fax (340) 775-7913
www.vihfa.gov

INVITATION FOR BIDS

for

HURRICANE REPAIRS for CHARLOTTE APARTMENTS PHASE I

IFB 006-2023-STT

Issue date:

May 3, 2023

Submittal deadline:

May 31, 2023

Contact person:

Afisha Hillocks

Procurement/Contract Officer

ahillocks@vihfa.gov

(340) 772-4432 ext. 3233

www.vihfa.gov/procurement/solicitation

 *Unlocking the Door to Affordable Housing*

Invitation for Bids
IFB 006-2023-STT
Hurricane Repairs for Charlotte Apartments – Phase I

“CONFIDENTIAL BID SUBMISSION”

VIRGIN ISLANDS HOUSING FINANCE AUTHORITY
IFB 006-2023-STT
INVITATION FOR BIDS
HURRICANE REPAIRS for CHARLOTTE APARTMENTS
PHASE I

1.0 PROJECT SUMMARY

The Virgin Islands Housing Finance Authority (“VIHFA”) is soliciting bids from qualified and licensed United States Virgin Islands’ (“USVI”) General Construction Contractors (“Respondent”) for hurricane repairs at Charlotte Apartments located at A-14 Hospital Ground on St. Thomas, USVI.

Charlotte Apartments are Emergency Housing units designed to provide temporary housing for victims of Domestic Violence, Natural Disaster, Catastrophic Incidents and Financial hardships. Charlotte Apartments consist of twenty-four (24) rental units ranging between one, two, and three-bedroom units with one bathroom in each unit.

2.0 SCOPE OF WORK

Provide a bid for work as per these specifications:

The Respondent shall be responsible for furnishing all labor, tools, materials, equipment, miscellaneous supplies, and services necessary in accordance with the Scope of Work listed herein as per the line items on the Bid Sheet provided.

Work to include but not limited to the construction repairs: of exterior facades, flooring, doors, windows, and cisterns as well as mold contamination of interior surfaces. Phase I will focus on repairs of four vacant units, in various buildings with guttering and downspout repairs for the entire complex (five buildings).

The Respondent must repair Plumbing and Electrical elements as required to bring them into compliance with the U.S. Virgin Islands’ code. The Respondent must take into consideration that securing and protection of furniture may be required to perform the work.

The Respondent shall coordinate with the VIHFA for any required progress inspections and final inspections.

2.1 CLEAN UP

The selected Respondent shall keep the building and surrounding area reasonably free from rubbish at all times and shall remove debris from the site on a timely basis or when directed to do so by VIHFA. The selected Respondent shall provide onsite refuse container(s) for the use of all contractors. The selected Respondent shall remove rubbish and debris from the building on a daily basis. The selected Respondent shall broom clean the building as required to minimize dust and dirt accumulation.

The Respondent shall provide and maintain suitable all-weather access to the building.

Before final inspection and acceptance of the building, the Respondent shall clean the work area, including glass, hardware, fixtures, masonry, tile, clean and wax all floors (using no corrosive chemicals) as specified, and completely prepare the building for use by VIHFA, with no cleaning required by VIHFA.

2.2 CONTACT INFORMATION

The selected Respondent shall provide contact information for the purpose of facilitating and maintaining regular communication with VIHFA. This contact information shall include a minimum of a reliable company phone number and email address. The said contact information shall be monitored regularly and used to facilitate an open line of communication with the VIHFA.

3.0 TERM

The VIHFA will contract for a period of **Ninety (90) calendar days from the Notice to Proceed**. The VIHFA reserves the right to modify and/or terminate the contract if the selected Respondent fails to perform in a manner consistent with the terms of the contract. In addition, the VIHFA reserves the right to modify and/or terminate the contract if funding becomes unavailable.

The VIHFA shall also extend the completion date if there are delays caused by acts of God, unavoidable circumstances, or the negligence of the VIHFA or its agents or employees other than the Respondent. The extension shall equal the length of the delay by any of the above factors. However, there shall be no extensions to the completion date without the prior written consent from the VIHFA. Respondent must submit the request for an extension of the completion date within three (3) calendar days of the event that caused the delay.

4.0 LIQUIDATED DAMAGES

Should the selected Respondent fail to complete the scope of work according to the terms of the contract, the selected Respondent agrees to pay to the VIHFA, as liquidated damages, **\$500.00** for each calendar day or portion thereof that the selected Respondent fails to commence or diligently perform the work in accordance with the contract documents and/or is in violation of the contract. The liquidated damages shall first be deducted from any contract monies due but not yet paid to the selected Respondent, to the extent available.

5.0 TERMINATION

Either party may terminate the parties' contract with or without cause with **thirty (30) calendar days** written notice to the other party before the effective date of such termination. The VIHFA may, by written notice, terminate the Respondent's services, in whole or in part, for failure of Respondent to perform its obligations under the parties' contract. In such event, the Respondent shall be liable for damages as authorized by law.

6.0 PAYMENT

The selected Respondent is responsible for preparation and submittal of an application for payment and invoice, based upon a mutually agreed Schedule of Values ("SOV").

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After the notice to proceed is issued, the contract payment will consist of a mobilization, after which all subsequent payments will be based upon work in place. Further, a 10% retainage will be withheld from each payment following the mobilization payment. The selected Respondent shall allow enough time for the VIHFA to review and process payment requests, which can take an average of four (4) weeks.

7.0 CONFLICT OF INTEREST

A Respondent submitting a bid hereby certifies that no officer, agent or employee of VIHFA has a pecuniary interest in this bid or has participated in contract negotiations on behalf of the VIHFA; that the bid is made in good faith without fraud, collusion, or connection of any kind with any other Respondent for the same Invitation for Bid (“IFB”); the Respondent is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm.

8.0 USE OF SUBCONTRACTORS

The VIHFA shall have a single Prime Contractor and that Prime Contractor shall be responsible for all deliverables specified in this IFB. This general requirement notwithstanding, Respondent may enter into subcontractor arrangements. However, Respondent shall acknowledge in its IFB package total responsibility for the entire contract. If the Respondent intends to subcontract for portions of the work, the Respondent shall identify in its package any subcontractor relationships and include specific designations of the tasks to be performed by the subcontractor. The documentation required of the Prime Contractor is also required for any subcontractor. The Prime Contractor shall be the single point of contact for all subcontract work. Every subcontract shall incorporate and follow the terms of the contract between the Prime Contractor and the VIHFA. Unless provided for in the contract with the VIHFA, the Prime Contractor shall not contract with any other party for any of the services herein contracted without the express prior written approval of the VIHFA.

The Prime Contractor shall be responsible for fulfillment of all terms of contract, timing, and payments to subcontractors regardless of funding provided by the VIHFA.

9.0 BONDING REQUIREMENTS

BID BOND

For construction contracts exceeding \$750,000.00, bidders may be required to submit a bid guarantee equivalent to 5% of the bid price in the form of a bid bond. The “bid guarantee” shall consist of a firm commitment accompanying a bid as assurance that the Respondent will, upon acceptance of his bid, execute such contractual documents as may be required within the time specified.

ASSURANCE OF COMPLETION

For construction contracts exceeding \$500,000.00, the selected bidder may be required to furnish an assurance of completion. This assurance may be any one of the following:

1. A performance and payment bond in a penal sum of *100 percent* of the contract price;
 - A “performance bond” is one executed in connection with a contract to secure fulfillment of all the Contractor’s obligations under such contract.

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- A “payment bond” is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.
- 2. Separate performance and payment bonds, each for *50 percent* or more of the contract price;
- 3. A *20 percent* cash escrow;
- 4. A *25 percent* irrevocable letter of credit;
- 5. A pledged asset(s) that is adequate to protect the interest.

The bonds must be obtained from guarantee or surety companies authorized to do business in the USVI where the work is to be performed. Individual sureties shall not be considered. **U.S. Treasury Circular Number 570** lists companies approved to act as sureties on bonds securing Government contracts, the maximum underwriting limits on each contract bonded, and the State/Territories in which the company is licensed to do business. Use of companies on this circular is mandatory.

10.0 RESPONDENT’S RESPONSIBILITIES

- Bear all cost related to the preparation and submission of the bid package in response to this IFB solicitation.
- Provide a completed “Base Bid Sheet” with a price guaranteed for ninety (90) calendar days and provide the documentation as specified in this IFB solicitation.
- Be a duly licensed General Construction Contractor in the United States Virgin Islands and provide proof of a valid USVI business license.
- Pay all taxes and fees as required by the local and federal statutes.
- Maintain compliance with all permits issued for the project.
- Obtain, maintain and provide a copy of current General Liability Insurance for One Million (\$1,000,000.00) Dollars to cover any claims and damages occasioned by executing the scope of work.
- Complete the project within Ninety (90) calendar days, subject to liquidated damages in the amount of \$500.00 for each day after the scheduled completion date.
- Provide acceptable workmanship, according to “Industry Standards” in each Trade or for the Scope of Work.
- Submit timely approval to Construction Manager (“CM”), in writing, for items that needs review and approval.
- Submit timely to VIHFA’s CM, an Inspection Request form signed, “passed or failed”, and the “Inspected” sticker from Department of Planning & Natural Resources (“DPNR”) Building Permits office, before pouring any concrete or covering any electrical or plumbing work. **This is contingent for contractor payment.**
- Fully guarantee all work under the Contract for a period of 12-month (365 calendar days) from the date of VIHFA’s final acceptance of the work. Remedy and repair any defects in materials or workmanship, without expense to the VIHFA, no later than fifteen (15)

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calendar days after receipt of a written notice of a defect and provide a one-year warranty on such repairs for each component installed.

- Prepare and submit an application for payment and invoice, based upon a mutually agreed upon the SOV.

11.0 VIHFA’S RESPONSIBILITIES

- Provide assistance, as necessary, in obtaining local permits and in dealing with governmental entities.
- Perform periodic inspections of progress to ensure compliance with the project drawings, specifications, expected workmanship quality and VIHFA’s policies and procedures.
- Hold weekly construction meetings and project site visits to maintain coordination of the construction work.
- Review all weekly status reports, draft and final project close out report prior to final acceptances of same.
- Review all invoices, process pay application packages, and ensure timely delivery of payments to the Respondent.

12.0 INVITATION FOR BID SCHEDULE

The following deadlines are associated with this IFB:

IFB SCHEDULE	DATE	TIME
IFB Issue date	May 3, 2023	
Pre-Bid Conference	May 9, 2023	10:00 AM
Site Tour	May 9, 2023	12:00 PM
Final date to submit written questions	May 16, 2023	
IFB Submittal Deadline	May 31, 2023	2:00 PM
IFB Bid Opening	May 31, 2023	4:30 PM

The VIHFA reserves the right to change the IFB Schedule by issuing an Addendum at any time.

13.0 ISSUING AND PROCURING OFFICE

This IFB is being issued for the VIHFA. All general correspondence and inquiries about the IFB should be submitted in writing and sent to:

Inquiries can be made by e-mail.

Email: ahillocks@vihfa.gov

Mark subject line for email “IFB 006-2023-STT”

From the issue date of this IFB until a determination is made regarding the selection of a successful Respondent, all contacts concerning this IFB must be made through the Procurement/Contract Officer. Any violation of this condition is cause for the VIHFA to reject the Respondent’s package. The VIHFA will **not** be responsible for any oral information given by any employees.

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Failure to ask questions, request changes or submit objections shall constitute the acceptance of all terms, conditions and requirements in this IFB. The issuance of a written addendum by the Procurement/Contract Officer is the **only** official method by which interpretation, clarification or additional information shall be given. If the VIHFA amends this IFB, the Procurement/Contract Officer will post such notices on its website, **<https://www.vihfa.gov/procurement/solicitation>**.

The VIHFA will **not** be held responsible if any potential Respondent does not check the website on a regular basis for any addenda that may be issued. It is the responsibility of the potential Respondents to update all contact information, as necessary, to periodically check VIHFA's website for updates, and/or to contact the Procurement/Contract Officer to ensure the receipt of all addenda prior to the submittal of the bid package.

After the question deadline, the Procurement/Contract Officer will post responses to the questions in the form of an Addendum. Respondents shall rely only on written statements issued through or by VIHFA's Procurement/Contract Officer.

14.0 PRE-BID CONFERENCE and SITE TOUR

The VIHFA will conduct a virtual Pre-bid Conference at **10:00 a.m.** Atlantic Standard Time ("AST") on **May 9, 2023**. Participants may join the meeting via Zoom at <https://us02web.zoom.us/j/82165233178>.

A Site Tour is also scheduled on **May 9, 2023**, at **12:00 p.m.** A VIHFA Construction Manager will meet all prospective Respondents at the project site.

It is highly recommended that prospective Respondents thoroughly review the requirements of the IFB prior to the Pre-Bid Conference and Site Tour. All prospective Respondents are urged to attend the Pre-Bid Conference and the Site Tour. Non-attendance on the part of a Respondent shall not relieve the prospective Respondent of any responsibility for adherence to any of the provisions of this bid package or any addenda thereto.

15.0 DELIVERY OF BID PACKAGE

All responses to this IFB are to be submitted no later than **2:00 p.m.** AST on **May 31, 2023**.

Bid Packages must be submitted via email: procurement@vihfa.gov

The email subject line must be clearly marked "**CHARLOTTE APARTMENTS**". The VIHFA will not consider fax submission of a bid or email submissions received after the deadline and submissions submitted to the wrong email address.

Failure to clearly mark each bid package with this information may cause the VIHFA to inadvertently open the bid package before official closing date and time. The VIHFA will log all received bid packages with the date and time of receipt. Bids received after the deadline will be considered **LATE** and will **not** be opened or considered.

16.0 VIRTUAL BID OPENING

The VIHFA will conduct a virtual Bid Opening at **4:30 p.m. AST on May 31, 2023**. Participants may join the meeting via Zoom at <https://us02web.zoom.us/j/88033464673>.

17.0 FORMAT OF BID PACKAGE

Each Respondent must adhere to the requirements of this section relative to the bid package content and format in order to simplify the review process and facilitate the maximum degree of comparison. Respondents should ensure that the bid package closely follows the sequence and organizational outline described in this section. To be considered for award, the bid package shall meet the following requirements:

- A. IFB Cover Letter - Complete Enclosure Document A.**
- B. Commitment Statement Letter** – The Commitment Statement letter should be on the company's letterhead with contact information and must be signed by an officer of the organization that is authorized to bind the company contractually to all the commitments made in its submittal. The letter shall also include a statement of understanding for the work to be done. It shall state that the company will be solely responsible for all aspects of the engagement including any portion that may be performed by its subcontractor, if any. It should make a positive commitment to perform the work required as specified to industry standards of workmanship and in a professional manner. It should also state that the bid package will remain in effect for a period of ninety (90) calendar days from the submission deadline and thereafter, until the firm withdraws it, or a contract is approved and executed, or the procurement is canceled, whichever occurs first. Respondent shall also confirm that the company has not engaged in any unethical practices within the past five (5) years.
- C. Non-Collusive Affidavit** – Complete **Enclosure Document B**. The form must be notarized.
- D. Debarment Certification Form** – Complete **Enclosure Document C**. The form must be notarized.
- E. Corporate Document Checklist Form** – Complete **Enclosure Document D** and **submit the current USVI Business License**. For this section, Respondent must provide evidence that the company is currently licensed as a General Construction Contractor in the USVI. **The Business License must be relevant to the Scope of Work for this solicitation.**
- F. Respondent's Qualification Statement Form** – Complete **Enclosure Document E**. For the Reference Section of the form, the Respondent shall provide a minimum of three (3) non-VIHFA professional references for the most recent, relevant work comparable to the scope requested in this IFB who would be willing to discuss your company's competency and performance. If you currently have more than three (3) non-VIHFA references, a client

listing with contact information should be provided as well. The VIHFA reserves the right to check references prior to award.

- G. Bid Sheet – Complete Enclosure Document F.** All bid pricing must be valid for ninety (90) calendar days from the submission deadline and thereafter until the company withdraws it, a contract is approved and executed, or the procurement is canceled, whichever occurs first. There is one bid sheet, two sections. Please fill out the two sections on the bid sheet then provide the total bid amount.

18.0 FEDERAL GUIDELINES

Funding for this project is provided by the **Federal Emergency Management Agency (“FEMA”)** Public Assistance grant under the auspices of the Virgin Islands Housing Finance Authority. The successful Respondent will be required to abide by the federal rules and regulations including but not limited to Davis Bacon Act and Section 3.

Furthermore, funding is also partly provided by the U.S. Department of Housing & Urban Development (HUD) - **Community Development Block Grant Disaster Recovery (“CDBG-DR”) Program** under the auspices of the VIHFA. HUD funded procurements shall be governed by all HUD terms and conditions, attached hereto as [HUD-Federal-Cross-Cutting-Measures](#).

19.0 REQUIRED DOCUMENTS

The successful Respondent shall be required to submit the following documents:

- A. Formation Documents** – The successful Respondent will be required to provide a copy of their Formation Documents within ten (10) business days of receiving a notice of selection.

- **Provide a copy of Formation Documents**

Corporations (Inc., Corp, Co., Corporation)

- Copy of Trade Name Certificate (if applicable)
- Copy of Articles of Incorporation & By Laws
- Copy of Certificate of Resolution
- Copy of Certificate of Good Standing

Limited Liability Company (LLC)

- Copy of Trade Name Certificate (if applicable)
- Copy of Articles of Organization
- Copy of Operating Agreement (if applicable)
- Copy of Certificate of Good Standing

General Partnerships

- Copy of Trade Name Certificate (if applicable)
- Copy of Partnership Agreement (if applicable)
- Copy of current Certificate of Good Standing

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Limited Partnerships (LP, LLP, LLLP)

- Copy of Trade Name Certificate (if applicable)
- Certificate of Limited Partnership or Statement of Qualification
- Copy of Certificate of Good Standing for LLP and LLLP

Sole Proprietorship

- Copy of Trade Name Certificate (if applicable)

B. Employer Identification Number (EIN) - The successful Respondent will be required to provide an official copy of their EIN within ten (10) business days of receiving a notice of selection.

C. General Liability Insurance – The successful Respondent will be required to obtain, maintain and provide proof that it has in place General Liability Insurance in an amount no less than **Two Million (\$2,000,000.00) Dollars** within ten (10) business days of receiving a notice of selection. The Insurance policy shall name the VIHFA as Certificate Holder and an “Additional Insured”:

Virgin Islands Housing Finance Authority
100 Lagoon Complex, Suite 4
St. Croix, U. S. Virgin Islands 00840

D. Workers' Compensation Insurance/Certificate of Government Insurance Coverage – The successful Respondent will be required to obtain and have in place Workers' Compensation Insurance coverage within ten (10) business days of receiving a notice of selection.

E. CAGE Code – Each respondent must submit a valid DUN's number that is actively registered on SAM.GOV <https://www.sam.gov/SAM/pages/public/index.jsf>.

Failure to provide the required documents within the stated time period may result in the bid being deemed non-responsive and immediately disqualified with no further consideration for potential award of the contract.

20.0 SELECTION PROCESS

The VIHFA's Evaluation Committee Panel is responsible for evaluating all Respondents' submittals. The Evaluation Committee Panel will consider Respondent's qualifications including, but not limited to the following criteria:

- Respondent is duly organized, validly existing, qualified, and licensed to conduct business in the United States Virgin Islands as a General Construction Contractor.
- Lowest reasonable price, responsive, and responsible bid package.

21.0 TERMS AND CONDITIONS

This IFB is a request for the submission of bids but is not itself an offer and shall under no circumstances be construed as an offer.

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VIHFA reserves the right to reject, without prejudice, any and all proposals submitted in response to this solicitation.

VIHFA reserves the right to modify or withdraw this request at any time.

VIHFA reserves the right to reject any or all companies, or to terminate the IFB process at any time, if deemed to be in its best interest.

VIHFA reserves the right not to award a contract pursuant to the IFB.

Further, bids submitted in response to this solicitation become the property of the VIHFA and the VIHFA may use any idea or concept in a submitted bid, regardless of whether that bid is selected for award.

ENCLOSURES

- | | |
|--------------------------------|--|
| 1. Enclosure Document A | IFB Cover Letter |
| 2. Enclosure Document B | Non-Collusive Affidavit |
| 3. Enclosure Document C | Debarment Certification Form |
| 4. Enclosure Document D | Corporate Document Checklist Form |
| 5. Enclosure Document E | Respondent's Qualification Statement Form |
| 6. Enclosure Document F | Bid Sheet |

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ENCLOSURE DOCUMENT A
VIRGIN ISLANDS HOUSING FINANCE AUTHORITY
IFB COVER LETTER

RESPONDENT

Name: _____

Address: _____

Tax Identification #: _____

RESPONDENT'S CONTACT PERSON

Name: _____

Title: _____

Telephone: _____

Email Address: _____

SCHEDULE OF ADDENDA

(I) or (We) acknowledge receipt of the Addenda to the IFB Package hereinafter named, for the project(s) included in this IFB and declare that (I) or (We) accept these Addenda and that every change is included in this bid package.

Addendum Number _____

Issue Date _____

Addendum Number _____

Issue Date _____

Addendum Number _____

Issue Date _____

Addendum Number _____

Issue Date _____

RESPONDENT'S AUTHORIZED REPRESENTATIVE

Name: _____

Title: _____

Signature: _____ Date: _____

ENCLOSURE DOCUMENT B
VIRGIN ISLANDS HOUSING FINANCE AUTHORITY
NON-COLLUSIVE AFFIDAVIT

_____, being first duly sworn, deposes and says:

That he/she is _____ (a partner or officer of the firm of, etc.) the party making the foregoing proposal/bid or proposal/bid cost, that such proposal/bid or proposal/bid cost is genuine and not collusive or sham; that said Respondent has not colluded, conspired, connived or agreed directly or indirectly, with any Respondent or person, to put in a sham proposal/bid cost or to refrain from bidding and has not in any manner directly or indirectly sought by agreement or collusion or communication or conference, with any person, to fix the proposal/bid cost of the affinity or of any other Respondent, or to fix any overhead, profit or cost element of said cost proposal/bid, or of that of any other Respondent, or to secure any advantage against the Virgin Islands Housing Finance Authority or any person interested in the proposed contract; and that all statements in said proposal/bid or cost proposal/bid are true.

Signature of Respondent

SUBSCRIBED AND SWORN TO before me

this _____ day of _____, 2023.

Notary Public

My commission expires: _____

(SEAL)

ENCLOSURE DOCUMENT C
VIRGIN ISLANDS HOUSING FINANCE AUTHORITY
DEBARMENT CERTIFICATION FORM

Certification Regarding Debarment, Suspension and Ineligibility

- (1) The Respondent certifies, by submission of this IFB solicitation, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any federal or local programs in the Territory or any Federal department or agency.
- (2) Signing this Certification without disclosing all pertinent information about a debarment or suspension shall result in rejection of the offer or cancellation of a contract. The VIHFA may also exercise any other remedy available by law.
- (3) Where the Respondent is unable to certify to any of the statements in this certification, such Respondent shall attach an explanation to this IFB solicitation.

Name and Title of Authorized Representative:

Signature

Date

SUBSCRIBED AND SWORN TO before me
this _____ day of _____, 2023.

Notary Public

My commission expires: _____

(SEAL)

ENCLOSURE DOCUMENT D
VIRGIN ISLANDS HOUSING FINANCE AUTHORITY
CORPORATE DOCUMENT CHECKLIST

Name of Respondent: _____

Contact Person: _____

Telephone Number: Office _____ Mobile _____

Email Address: _____

1. ____ Respondent Formation Documents

- ____ **Corporation** ____ Copy of Trade Name Certificate (if applicable)
 ____ Copy of Articles of Incorporation & By Laws
 ____ Copy of Certificate of Resolution
 ____ Certificate of Good Standing
- ____ **LLC** ____ Copy of Trade Name Certificate (if applicable)
 ____ Copy of Articles of Organization
 ____ Copy of Operating Agreement (if applicable)
 ____ Certificate of Good Standing
- ____ **General Partnership** ____ Copy of Trade Name Certificate (if applicable)
 ____ Copy of Partnership Agreement (if applicable)
 ____ Certificate of Good Standing
- ____ **L.P, LLP, LLLP** ____ Copy of Trade Name Certificate (if applicable)
 ____ Certificate of Limited Partnership or Statement of Qualification
(for LLP and LLLP) ____ Current Certificate of Good Standing
- ____ **Sole Proprietorship** ____ Copy of Trade Name Certificate (if applicable)

2. ____ Current USVI business license Expiration date: ____/____/20____
 Type of business license: _____

3. ____ Employer Identification Number (EIN): _____

4. ____ Insurance ____ Certificate of General Liability & Endorsement Expiration date: ____/____/20____
 ____ Proof of Automobile Insurance Expiration date: ____/____/20____
 ____ Certificate Professional Liability Expiration date: ____/____/20____

5. ____ Workers Compensation Insurance Expiration date: ____/____/20____

6. ____ CAGE Code _____

ENCLOSURE DOCUMENT E
VIRGIN ISLANDS HOUSING FINANCE AUTHORITY
RESPONDENT'S QUALIFICATION STATEMENT

Name of License Holder: _____
Name of Company/DBA (if any): _____
Legal Status: (check one) ☐Corporation ☐LLC ☐Sole Proprietorship ☐Partnership
Business Location (office): _____
Mailing Address: _____
Telephone Number: _____ Fax Number: _____ Email: _____
Website address (if any): _____

Is the firm currently licensed to do business in the USVI? ☐Yes ☐No
Type of License(s): _____
Number of Years licensed to conduct business in the USVI _____
Will subcontractors be used to perform any portion of the work? ☐Yes ☐No If yes, please list the
name(s) of the proposed subcontractor(s): _____

Have you ever failed to complete a project, been fired, sued by one of your clients and/or found in default of
contract terms? ☐Yes ☐No If yes, explain on another sheet, what means were used to resolve the issue and
the Circumstances and the outcome.

Are there or have there been any; Claims, Arbitration, Judgments or Liens against you? ☐Yes ☐No
If yes, explain on another sheet, the circumstances and outcome.

List three non-VIHFA professional references that can be contacted for their input concerning your abilities:

1) Client Name _____ Contact Number _____
2) Client Name _____ Contact Number _____
3) Client Name _____ Contact Number _____

List your current projects under contract (Project Title or Clients Name), Value (Contract Value) and
Percentage of Completion:

1) Client Name _____	Value _____	Percentage__
2) Client Name _____	Value _____	Percentage__
3) Client Name _____	Value _____	Percentage__

(If you have more contracts, please list on separate sheet)

Proposer shall certify that the above information is true and shall grant permission to the VIHFA to
contact the above-named person or otherwise verify the information provided.

Name and Title of Authorized Representative: _____

Signature: _____ Date: _____

ENCLOSURE DOCUMENT F

VIRGIN ISLANDS HOUSING FINANCE AUTHORITY

BASE BID SHEET

The undersigned Respondent proposes to furnish all labor, tools, materials, equipment, miscellaneous supplies and incur any other costs as may be required to perform the scope of work, subject to all the conditions as set forth in the project specifications.

Item #	Task	Type of service to be Provided by Contractor	Respondent's Proposed Unit Cost per Task	
	Charlotte Apartment Building #1	Exterior	Labor Cost	Material Cost
1	Plywood Partitions 44in X 86in	Remove & replace		
2	22ft x 4in. Diameter PVC Downspout	Remove & replace		
3	80ft.x1ft.x2in. Wooden Fascia Board	Remove & replace		
4	22ft x 4in. x 4in. Aluminum Downspout	Remove & replace		
5	4,800 Sq. Ft Exterior Façade	Prep & Paint		
6	Concrete Cistern (26ft -10in L x10ft W x 9ft H)	Clean, Prep & Refill		
	Charlotte Apartment Building 1	Interior (Bldg. 1-1)		
1	(2) Wood entry Doors (80in.x 36in.x1.75in)	Remove & replace		
		Interior (Bldg. 1-2)		
1	(2) Wood entry Doors (80in.x 36in.x1.75in)	Remove & replace		
2	578 Sq. Ft. of Ceramic Tiles/ Vinyl planks	Remove & replace		
3	Kitchen Cabinet (70in L x 36in W x 24in T)	Remove & replace		
4	46 Sq. Ft. Of Vinyl base board (136 ft. x 4in.)	Remove & replace		
		Interior (Bldg. 1-4)		
1	578 Sq. Ft. of Ceramic Tiles/ Vinyl planks	Remove & replace		
2	46 Sq. Ft. Of Vinyl base board (136 ft. x 4in.)	Remove & replace		
3	Kitchen Cabinet (66in L x 36in W x 24in T)	Remove & replace		
4	(2) Wood entry Doors (80in.x	Remove & replace		

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	36in.x1.75in)			
		TOTAL Building 1 Repair Cost		
		Building 1 Infrastructure		
1	(4) Six– Gallon Water Heather installed	Add		
2	(4) Replace existing Steel Tubs w/ Stand-up showers	Removing and replace		
3	Hot water & cold-water lines (where applicable) to bathroom & Kitchen areas	Add		
4	(4)-Construct 24"x24" access hatch door for plumbing access to bathroom	Add		
5	(4) Exterior Wall Pak lights	Remove & replace/and or Add New		
6	New drain lines from shower stalls	Add		
7	Electrical Outlets and Switches	Remove and replace		
8	Encase exterior water lines plastic chase	Add		
		TOTAL Building 1 Infrastructure Cost		

Item #	Task	Type of service to be Provided by Contractor	Respondent's Proposed Unit Cost per Task	
	Charlotte Apartment Building #2	Exterior	Labor Cost	Material Cost
1	Plywood Partitions 86in L x 44in W	Remove & replace		
2	(2)-10ft L x 4in. W x 4in. D Aluminum Downspout	Remove & replace		
3	4.45 CY of native soil, 20 ft. L x 3 ft. W x 2 ft. D	Replace		
4	178 CY of native soil, 40 ft. L x 24 ft. W x 5 ft. D	Replace		
5	4,800 Sq. Ft Exterior Façade	Prep & Paint		
6	Concrete Cistern (26ft -10in L x10ft W x 9ft H)	Clean, Prep & Refill		
7	48 ft L x 1ft H x 2 in T Wood Fascia Board	Remove & replace		

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		Interior (Bldg. 2-1)		
1	(2) Wood entry Doors (80in.x 36in.x1.75in)	Remove & replace		
2	578 Sq. Ft. of Vinyl planks Flooring	Remove & replace		
3	46 Sq. Ft. Of Vinyl base board (136 ft. x 4in.)	Remove & replace		
		Interior (Bldg. 2-2)		
1	(2) Wood entry Doors (80in.x 36in.x1.75in)	Remove & replace		
2	578 Sq. Ft. of Vinyl planks Flooring	Remove & replace		
3	(2) Aluminum Jalousie Louver window 36in. W x 58in. H	Remove & replace		
4	46 Sq. ft. of Vinyl Base Board 136 ft L x 4in W	Remove & replace		
		Interior (Bldg. 2-3)		
1	(2) Aluminum Jalousie Louver window 36in. W x 58in. H	Remove & replace		
2	578 Sq. Ft. of Vinyl planks Flooring	Remove & replace		
3	(2) Wood entry Doors (80in.x 36in.x1.75in)	Remove & replace		
4	46 Sq. ft. of Vinyl Base Board 136 ft L x 4in W	Remove & replace		
		Interior (Bldg. 2-4)		
1	(1) Wood entry Doors (80in.x 36in.x1.75in)	Remove & replace		
2	(1) Aluminum Jalousie Louver window 36in. W x 58in. H	Remove & replace		
		TOTAL Building 2 Repair Cost		
		Building 2 Infrastructure		
1	(4) Six– Gallon Water Heather installed	Add		
2	(4) Replace existing Steel Tubs w/ Stand-up showers	Remove & replace		
3	Hot water & cold-water lines (where applicable) to bathroom & Kitchen areas	Add		
4	(4)-Construct 24”x24” access hatch door for plumbing access to bathroom	Add		

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5	(4) Exterior Wall Pak lights	Remove & replace/and or Add New		
6	New drain lines from shower stalls	Add		
7	Electrical Outlets and Switches	Remove & replace		
8	Encase exterior water lines plastic chase	Add		
		TOTAL Building 2 Infrastructure Cost		

Item #	Task	Type of service to be Provided by Contractor	Respondent's Proposed Unit Cost per Task	
	Charlotte Apartment Building #3	Exterior	Labor Cost	Material Cost
1	Plywood Partitions 86in L x 44in W	Remove & replace		
2	(1)-10ft L x 4in. W x 4in. D Aluminum Downspout	Remove & replace		
3	125 CY of native soil, 225 ft. L x 3 ft. W x 5 ft. D	Replace		
4	Apply caulk/sealant to 5 each rafter/girder 24 ft L x 3 in. W x 10 in. T	Add		
5	4,800 Sq. Ft Exterior Façade	Prep & Paint		
6	Concrete Cistern (26ft -10in L x10ft W x 9ft H)	Clean, Prep & Refill		
7	80 ft L x 1ft H x 2 in T Wood Fascia Board	Remove & replace		
		Interior (Bldg. 3-1)		
1	(2) Wood entry Doors (80in.x 36in.x1.75in)	Remove & replace		
2	(2) Wood interior Doors (80in.x 32in.x1.5in)	Remove & replace		
3	(1) Wood interior Doors (80in.x 24in.x1.5in)	Remove & replace		
4	(1) Aluminum Storm Doors (80in. L x 36 in. W x 0.5 in T	Remove & replace		
5	578 Sq. Ft. of Vinyl planks Flooring	Remove & replace		
6	(2) Upper Kitchen Cabinets (24in. L x 28in. W x 13in D)	Remove & replace		

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7	(1) Lower Kitchen Cabinets (71in. L x 36in. W x 24in D)	Remove & replace		
8	80 Sq. Ft. of interior paint	Prep & paint		
9	220 Sq. Ft. interior ceiling paint	Prep & paint		
10	220 Sq. Ft. of Popcorn texture interior ceiling	Prep & paint		
11	(2) light fixtures with ceiling fan	Remove & replace		
		Interior (Bldg. 3-2)	Labor Cost	Material Cost
1	(1) Wood interior Doors 80 in. L x 24 in. W x 1.5in. T	Remove & replace		
2	(4) Aluminum Jalousie Louver window 36in. W x 58in. H	Remove & replace		
3	(1) Aluminum Jalousie Louver window 20in. W x 58in. H	Remove & replace		
4	46 Sq. ft. of Vinyl Base Board 136 ft L x 4in W	Remove & replace		
5	(1) Aluminum Jalousie Louver window 22in. W x 58in. H	Remove & replace		
6	(2) Wood exterior Doors 80 in. L x 36 in. W x 1.75in. T	Remove & replace		
7	Prep 35 Sq. ft. of Popcorn texture interior ceiling	Remove & replace		
8	Paint 240 Sq. ft. of interior Ceiling	Prep and Paint		
9	578 Sq. Ft. of Vinyl planks Flooring	Remove & replace		
10	46 Sq. Ft. Of Vinyl base board (136 ft. x 4in.)	Remove & replace		
		Interior (Bldg. 3-3)		
1	46 Sq. Ft. Of Vinyl base board (136 ft. x 4in.)	Remove & replace		
2	578 Sq. Ft. of Vinyl planks Flooring	Remove & replace		
3	(1) Wood exterior Doors 80 in. L x 36 in. W x 1.75in. T	Remove & replace		
		Interior (Bldg. 3-4)		
1	46 Sq. Ft. Of Vinyl base board (136 ft. x 4in.)	Remove & replace		
2	578 Sq. Ft. of Vinyl planks Flooring	Remove & replace		
3	(2) Wood exterior Doors 80 in. L x 36 in. W x 1.75in. T	Remove & replace		
		TOTAL Building 3 Repair Cost		

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		Building 3 Infrastructure		
1	(4) Six– Gallon Water Heater installed	Add		
2	(4) Replace existing Steel Tubs w/ Stand-up showers	Remove & replace		
3	Hot water & cold-water lines (where applicable) to bathroom & Kitchen areas	Add		
4	(4)-Construct 24"x24" access hatch door for plumbing access to bathroom	Add		
5	(4) Exterior Wall Pak lights	Remove & replace/and or Add New		
6	New drain lines from shower stalls	Add		
7	Electrical Outlets and Switches	Remove & replace		
8	Encase exterior water lines plastic chase	Add		
		TOTAL Building 3 Infrastructure Cost		

Item #	Task	Type of service to be Provided by Contractor	Respondent's Proposed Unit Cost per Task	
	Charlotte Apartment Building #4	Exterior	Labor Cost	Material Cost
1	(2) Plywood Partitions 86in L x 44in W	Remove & replace		
2	Apply caulk/sealant to 24 each rafter/girder (16 ft. L x 10 in. H x 3 in. T)	Add		
3	(1)-40ft L x 4in. W x 4in. D Aluminum Downspout	Remove & replace		
4	1.8 CY of native soil, 12 ft. L x 2 ft. W x 2 ft. D	Replace		
5	4,800 Sq. Ft Exterior Façade	Prep & Paint		
6	Concrete Cistern (26ft -10in L x10ft W x 9ft H)	Clean, Prep & Refill		

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		Interior (Bldg. 4-1)		
1	(2) Wood entry Doors (80in.x 36in.x1.75in)	Remove & replace		
2	(6) Aluminum, jalousie louver window, 36 in w x 58 in H	Remove & replace		
3	(1) Aluminum Jalousie Louver window 24in. W x 20 in. H	Remove & replace		
4	(2) Aluminum Jalousie Louver window 36in. W x 32in. H	Remove & replace		
5	(2) Aluminum Jalousie Louver window 24in. W x 58in. H	Remove & replace		
6	578 Sq. Ft. of Vinyl planks Flooring	Remove & replace		
7	(4) Ceiling fans 48in W	Remove & replace		
8	(1) Kitchen Cabinet (64in. L x 36in. W x 26in D)	Remove & replace		
9	88 Sq. Ft. of Popcorn texture	Prep & paint		
10	88 Sq. Ft. interior ceiling paint	Prep & paint		
		Interior (Bldg. 4-2)		
1	(2) Wood exterior Doors 80 in. L x 36 in. W x 1.75in. T	Remove & replace		
2	578 Sq. Ft. of Vinyl planks Flooring	Remove & replace		
3	46 Sq. Ft. Of Vinyl base board (136 ft. x 4in.)	Remove & replace		
		Interior (Bldg. 4-3)		
1	(2) Wood exterior Doors 80 in. L x 36 in. W x 1.75in. T	Remove & replace		
2	578 Sq. Ft. of Vinyl planks Flooring	Remove & replace		
3	46 Sq. Ft. Of Vinyl base board (136 ft. x 4in.)	Remove & replace		
4	(1) Aluminum Jalousie Louver window 24in. W x 20 in. H	Remove & replace		
5	(2) Window screens 36in. W x 58 in. H	Remove & replace		
6	(1) Wood interior Door 80 in. L x 24 in. W x 1.5in. T	Remove & replace		
7	(1) Aluminum Jalousie Louver window 36 in. W x 40 in. H	Remove & replace		
8	(1) Window screen 36in. W x 40 in. H	Remove & replace		
		Interior (Bldg. 4-4)		
1	(2) Wood exterior Doors 80 in. L x	Remove & replace		

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	36 in. W x 1.75in. T			
2	578 Sq. Ft. of Vinyl planks Flooring	Remove & replace		
3	46 Sq. Ft. Of Vinyl base board (136 ft. x 4in.)	Remove & replace		
		Interior (Bldg. 4-5)		
1	(1) Wood exterior Doors 80 in. L x 36 in. W x 1.75in. T	Remove & replace		
2	Prepare and apply 190 Sq. ft. of Popcorn texture for interior ceiling	Prep		
3	190 Sq. ft of interior ceiling paint	Paint		
4	300 Sq. Ft. of Vinyl planks Flooring	Remove & replace		
5	27 Sq. Ft. Of Vinyl base board (80 ft. x 4in.)	Remove & replace		
6	(1) Kitchen Cabinet (64in. L x 36in. W x 26in D)	Remove & replace		
		TOTAL Building 4 Repair Cost		
		Building 4 Infrastructure		
1	(4) Six– Gallon Water Heather installed	Add		
2	(4) Replace existing Steel Tubs w/ Stand-up showers	Remove & replace		
3	Hot water & cold-water lines (where applicable) to bathroom & Kitchen areas	Add		
4	(4)-Construct 24"x24" access hatch door for plumbing access to bathroom	Add		
5	New drain lines from shower stalls	Add		
6	Electrical Outlets and Switches	Remove & replace		
7	Encase exterior water lines plastic chase	Add		
		TOTAL Building 4 Infrastructure Cost		

Item #	Task	Type of service to be Provided by Contractor	Respondent's Proposed Unit Cost per Task	
	Charlotte Apartment Building #6	Exterior	Labor Cost	Material Cost
1	(1) Plywood Partition 86in L x 44in W	Remove & replace		
2	Apply caulk/sealant to 17 each	Add		

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	rafter/girder (14 ft. L x 10 in. H x 3 in. T)			
3	16 Sq. ft. of aluminum roof flashing (16 ft L x 1ft H)	Remove & replace		
4	4,800 Sq. Ft Exterior Façade	Prep & Paint		
5	Concrete Cistern (26ft -10in L x10ft W x 9ft H)	Clean, Prep & Refill		
		Interior (Bldg. 6-1)		
1	(2) Wood entry Doors (80in.x 36in.x1.75in)	Remove & replace		
2	578 Sq. Ft. of Vinyl planks Flooring	Remove & replace		
		Interior (Bldg. 6-2)		
1	578 Sq. Ft. of Vinyl planks Flooring	Remove & replace		
2	(1) Wood entry Doors (80in.x 36in.x1.75in)	Remove & replace		
3	(1) Aluminum Jalousie Louver window 20in. W x 24in. H	Remove & replace		
4	56 Sq. Ft. of interior ceiling plaster	Prep		
5	56 Sq. Ft. interior ceiling paint	Paint		
6	46 Sq. Ft. Of Vinyl base board (136 ft. x 4in.)	Remove & replace		
		Interior (Bldg. 6-3)		
1	(2) Wood entry Doors (80in.x 36in.x1.75in)	Remove & replace		
2	(2) Wood interior Doors (80in. x 32 in x 1.75 in T)	Remove & replace		
3	578 Sq. Ft. of Vinyl planks Flooring	Remove & replace		
4	46 Sq. Ft. Of Vinyl base board (136 ft. x 4in.)	Remove & replace		
5	100 Sq. Ft. of interior ceiling plaster	Prep		
6	100 Sq. Ft. interior ceiling paint	Paint		
7	(1) Window screen 24in. W x 58 in. H	Remove & replace		
		Interior (Bldg. 6-4)		
1	(2) Wood entry Doors (80in.x 36in.x1.75in)	Remove & replace		
2	578 Sq. Ft. of Vinyl planks Flooring	Remove & replace		
3	46 Sq. Ft. Of Vinyl base board (136 ft. x 4in.)	Remove & replace		

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4	(1) Aluminum Jalousie Louver window 36 in. W x 58 in. H	Remove & replace		
		TOTAL Building 6 Repair Cost		
		Building 6 Infrastructure		
1	(4) Six– Gallon Water Heather installed	Add		
2	(4) Replace existing Steel Tubs w/ Stand-up showers	Remove & replace		
3	Hot water & cold-water lines (were applicable) to bathroom & Kitchen areas	Add		
4	(4)-Construct 24"x24" access hatch door for plumbing access to bathroom	Add		
5	(4)--- Exterior Wall Pak lights	Remove & replace/and or Add New		
6	New drain lines from shower stalls	Add		
7	Electrical Outlets and Switches	Remove & replace		
8	Encase exterior water lines plastic chase	Add		
		TOTAL Building 6 Infrastructure Cost		
	TOTAL REPAIR COST (ALL BUILDINGS)			
	TOTAL INFRASTRUCTURE COST			
		TOTAL BID		

PLEASE TYPE OR PRINT THEN SIGN AS INSTRUCTED BELOW

(TYPE OR PRINT) NAME OF COMPANY

(TYPE OR PRINT) NAME OF OWNER, PRESIDENT or CEO OF COMPANY BIDDING

(SIGNATURE) NAME OF OWNER, PRESIDENT or CEO OF COMPANY BIDDING

DATE

Submission of a bid indicates acceptance by the Respondent of all the conditions contained in this IFB.

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